



## **SOLID WASTE SERVICES SUPERINTENDENT**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, administer, organize, and supervise the City's residential, commercial, and support service solid waste programs; to develop methods, procedures and strategies for ensuring best management practices associated with the management and operation of the City's solid waste enterprise fund.

### **Supervision Received and Exercised:**

Receives direction from the Deputy Public Works Manager or from other supervisory or management staff.

Exercises direct supervision over subordinate level supervisory and maintenance staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish best practice operational procedures, schedules and methods for solid waste services and programs; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in solid waste services.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Study, research and keep current on solid waste municipal government and industry trends, issues and innovations.

*Effective November 1988*

*Revised December 2001 (title change & some duty changes)*

*Revised November 2005 (title change and responsibilities to solid waste specific; experience guideline changes)*

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### Solid Waste Services Superintendent (continued)

- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Participate in the development of recommendations and improvements pertaining to solid waste rates, codes, and business practices.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Investigate work related accidents; inspect the work of crews while in progress; provide advice and assistance to supervisors and staff.
- Arrange for service, repair and replacement of equipment; requisition supplies and materials.
- Coordinate solid waste service activities with other City departments, divisions and sections, and with outside agencies.
- Develop, monitor and approve solid waste collection routes; arrange for emergency and unscheduled services as required.
- Coordinate solid waste inspection activities; assist inspection staff in ensuring sanitation code compliance as required.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Four years of increasingly responsible experience in solid waste operations, public works operations, large truck delivery/equipment scheduling or operations, or another closely related field. Also, requires one year of supervisory experience.

*Effective November 1988*

*Revised December 2001 (title change & some duty changes)*

*Revised November 2005 (title change and responsibilities to solid waste specific; experience guideline changes)*

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Solid Waste Services Superintendent (continued)

**Training:**

Equivalent to an Associate of Arts degree from an accredited college or university with major course work in public administration, business administration, or a related field. A Bachelor's degree is desirable.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 8860**

**FLSA: Exempt**

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